



Student Rental Policy 2009-2010

The St. Louis Hillel embraces the diversity of the Jewish community and welcomes the use of its facility by other campus groups, community groups and individuals. St. Louis Hillel's commitment is first and foremost to our students' programming; therefore students' needs take precedence when considering rental opportunities. Rental of any space in the building is always subject to staff availability. During Washington University's fall, Thanksgiving, winter, spring, and summer break schedules, rentals may have limited availability. If the rental is on a Jewish holiday or Shabbat, the use of the building must be appropriate for that day.

Food Policy

Food served at Hillel is expected to comply with Jewish dietary custom and the laws of Shabbat and holidays.

1. The Goldfarb Wing, Auditorium, Foyer and Kitchens
The Goldfarb Wing, including the foyer and kitchens, will be a kosher facility. All food and all caterers using this space will meet the standard of *kashrut* as prescribed by the Vaad Hoer of St. Louis. The food for events will generally be prepared by Vaad approved kosher caterers and packaged items will bear a *hechsher*. Questions concerning the *kashrut* of food stuffs and beverages should be addressed to the Campus Rabbi.
No food prepared in a private kitchen may be served at any function in the Goldfarb wing.
2. The West Wing, (Living Room, TV Room, Golman Lounge, Library)
While food served by groups meeting in these areas need not be kosher in the strictest sense, the entire Hillel building is a Jewish space. Jewish sensitivities prevail.
 - a. Non kosher food cannot be carried from these spaces to the Goldfarb Wing for either consumption or storage.
 - b. No shellfish or pork may be served by groups meeting in these areas.

Alcohol Policy

- No person or organization using Hillel facilities may sell liquor by the drink. Further, no person or organization using Hillel facilities may allow its guests to bring in their own liquor.
- **No alcoholic beverages may be served to anyone under 21 years of age on Hillel property.**
- Student groups must follow Washington University's Alcohol Policies.

Other Policies

St. Louis Hillel does not provide custodial services. All trash, recyclables should be thrown in the proper container. Any other Hillel property or supplies should be cleaned and returned to the proper storage place. Furniture may be left in place. If St. Louis Hillel is required to clean up after the rental, the renter shall be charged a minimum of \$25 for custodial fees or student groups may be refused further rentals.

Renters will pay for loss, breakage, and/or other damage to the building, property and its equipment caused by the renter's use.

Certain events may require Hillel staffing. A fee of \$25/hour will be applied to these events. The Hillel staff person role is to assist with scheduling of drop-off materials, open and close the building for an event, and be on site during event. Hillel staff person will not serve as an event/party planner. It is the renter's responsibility to hire and work with a full service caterer/event management company if needed.

Use of the Hillel facility is restricted to only those areas rented and common lobby's and restroom facilities, use of other portions of the building not in the rental agreement is not allowed. Rental of the area chosen will be vacated promptly on or before the concluding time specified.

St. Louis Hillel is smoke-free. Smoking is prohibited anywhere inside the Hillel building. Smoking is only permitted outdoors.

Renters agree to follow the St. Louis Hillel Rental Procedures for acquiring space and payment.

All Renter's will have a signed copy of the St. Louis Hillel Rental Policies on file.

Student Group Name: _____

Renter's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____ Email: _____

I _____ have read and agree to the St. Louis Hillel Rental Policy.

Rental Applicant's Name Printed

Signature

Date



Application for Use of the Facility By Student Groups

Date Requested _____

Contact Person: _____

Phone number _____

Email _____

<p>DATE OF EVENT: _____</p> <p>TIME OF EVENT: From _____ (am/pm) To _____ (am/pm) <i>Doors unlocked ½ hour prior. If more time needed, please advise.</i></p> <p>GROUP/EVENT NAME:</p> <p>_____</p>
--

Facilities required:

_____ Full Auditorium	_____ Golman Lounge
_____ Small Half Auditorium	_____ Living Room
_____ Large Half Auditorium	_____ Library (2 nd Floor)
_____ T.V. Lounge	

Please provide the following specific information:

1. Sound system: microphones needed. Yes _____ No _____
Please indicate placement of microphone in your sketch. *Only available in small or full auditorium.*
2. Easel needed. Yes _____ No _____
3. Number of chairs needed _____ Number of tables needed _____
4. Do you need table covering? Yes _____ No _____
5. Room arrangement: sketch on the attached sheet. No set-up will be provided unless complete instructions and sketch are included.
6. Special instructions:

Return to:
St. Louis Hillel
Attn: Denise Walsh, Office Manager
6300 Forsyth Blvd (or Campus Box 7461)
St. Louis, MO 63105
314-935-9038 / 314-935-9041 fax
denise@stlouishillel.org